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# BULLETIN

OF THE

## AMERICAN LIBRARY ASSOCIATION

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### CONTENTS

	Page
Midwinter Meeting of the Council . . . . .	1-30
Valuation of books in a library . . . . .	2
What more can the A. L. A. Publishing Board do? . . . . .	9
Wilson Company subscription rates . . . . .	14
Standardization of library service . . . . .	19
Sponsorship for knowledge . . . . .	24
Code of practice for inter-library loans . . . . .	27
Executive Board . . . . .	30
Report of A. L. A. Publicity Committee . . . . .	34
A. L. A. Publishing Board . . . . .	37
League of Library Commissions . . . . .	39
The 1917 Conference . . . . .	45

### MIDWINTER MEETING OF THE COUNCIL

The A. L. A. Council held two sessions in Chicago during the recent mid-winter meetings. President Walter L. Brown presided and the following 40 members were present: Mary Eileen Ahern, C. W. Andrews, A. L. Bailey, C. J. Barr (representing Illinois Library Association), W. W. Bishop, G. F. Bowerman, R. R. Bowker, W. H. Brett, Walter L. Brown (president), W. N. C. Carlton, Gratia A. Countryman, H. W. Craver, M. S. Dudgeon, Mrs. Elizabeth Claypool Earl, Linda A. Eastman, Chalmers Hadley, J. C. M. Hanson, F. P. Hill, N. D. C. Hodges, Mary F. Isom, Andrew Keogh, Mrs. Blewett Lee, Henry E. Legler, G. H. Locke, Margaret Mann, Hattie Osborne (representing Kansas Library Association), W. T. Porter, Herbert Putnam, S. H. Ranck, Josephine A. Rath-

bone, Fannie C. Rawson (representing League of Library Commissions), E. H. Redstone (representing American Association of Law Libraries), E. C. Richardson, Mary E. Robbins, A. S. Root, C. E. Rush, Katharyne Sleneau (representing Michigan Library Association), Alice S. Tyler, W. R. Watson and M. G. Wyer (representing Nebraska Library Association).

#### FIRST SESSION

(Thursday Morning, December 28, 1916, at Hotel LaSalle, Chicago)

President BROWN called the Council to order and said that the program committee, in planning for these meetings, had arranged to have each topic briefly introduced by persons who had been requested to do this, but that the committee

was depending upon the members at large to take up the questions and continue the discussion.

He announced that the first subject to be considered was:

### THE VALUATION OF BOOKS IN A LIBRARY

Mr. Ranck opened the discussion and said:

Any librarian who has had a fire which destroyed the books of his institution realizes as he never did before, the importance of having records of cost in order that he can put in a proper claim with the insurance companies to be reimbursed for the loss, assuming that his books were insured. In preparing such a claim he must place a value upon the books. The purpose of this discussion is to consider some of the elements that enter into such a valuation.

The importance attached to the accession book is based largely on its use in assessing the value of a book that has been lost or destroyed. In recent years, however, the importance of library book valuation in many of our cities is being considered for a different reason; and that is because municipal authorities are insisting more and more on having definite knowledge of the value of all the property owned by the community. Such knowledge is of particular importance in the marketing of municipal bonds, and may even affect the amount of the bonded indebtedness of the city itself.

There are a number of considerations that enter into the determination of the value of a book belonging to a library as a going concern. The minute a book is stamped with the library's marks of ownership and has placed in it and on it the things to facilitate its use, along with the cataloging, etc., its value as a commercial product is very much less than it was before it entered the library, but its value to the library is much increased by this work. The book as it comes from the publisher or the bookstore is the raw material. The book as it goes to the public after the order

and catalog departments have finished their work upon it is the manufactured product. Therefore it seems to me libraries must consider cataloging and other elements of labor that are put upon a book for the use of the public as a part of the value of the book. It is certainly a part of the cost of the book, and to the extent that this cost is reasonable it adds to the value. If the cost of work, etc., in getting the book ready is excessive this excess is merely expense, and not a part of the value. The minute this work is completed, however, and the book is placed in the hands of the public, that minute, almost invariably, most books in a public library begin to depreciate in value, and the more popular the book, the faster the depreciation. Every public library has on its shelves books in all stages of depreciation.

One of the great contributions to accounting in recent years, and particularly municipal accounting, has been the insistence on allowing for depreciation, that is, the writing off or discarding a certain amount of value on account of wear and tear, obsolescence, etc. To allow for proper depreciation vastly complicates the problem of valuation so far as library books are concerned.

In Grand Rapids we are attempting to solve this problem of valuation by the application of a general rule or formula, easily applied, so as to avoid an appraisal of each book of the institution annually or at stated intervals. In the application of such a formula we recognize that we are dealing with averages, based on such facts as are available, and we approach it with the attitude of mind that expects to change the formula as additional facts are learned. We began this work several years ago when we received a request from the City Board of Assessors, in their effort to get the value of all property owned by the municipality, for a classified statement of all the personal property belonging to the library. They had no difficulty in placing a value on the real estate themselves. In sending them the statement we explained our method of book

valuation. The Board of Assessors accepted it, and we have been following this method ever since.

Before sending our statement to the assessors we surveyed our whole book collection and studied our records of costs for a series of years, so that our statement might be something more than a guess. We finally arrived at this formula: The value of our book collection equals the average cost of the books (purchase price), plus the average cost of getting them into the library (order department work), plus the average cost of getting them ready for the public (cataloging, etc.), plus the average cost of getting obsolete and worn out books out of the collection, minus wear and tear, minus obsolescence. The cost of getting worn out and obsolete books out of the collection adds to the value of the collection as a whole, though in the case of the individual book of that character it lessens its value.

In the application of such a formula everything depends on fairly accurate records of the cost of the several factors. These records we did not have for all the factors to our full satisfaction, but we are getting them more accurately every year. We found that for our book collection of 170,000 volumes wear and tear and obsolescence approximately offset the cost of the work done by the order and catalog departments.

The following is a quotation from our statement to the Board of Assessors:

"For the books in the Library we allowed a dollar per volume. The average cost for a number of years of the books purchased during the year has been a little over a dollar a volume. The Library expends on binding and rebinding books about \$2,000 a year, for several years considerably more than this. This, of course, adds to the value of the books, but is not figured in the dollar per volume. In addition to this, as a going concern there is added to the value of the books our card catalogs and the work they represent, so that the binding and the card catalog work would offset the depreciation in the books on account of

use, wear and tear, etc., so far as their value to a public library is concerned.

"Our maps are estimated at 25 cents each. A great many of these are in sheets which can be purchased at a low average cost, but there are a number of maps that are exceedingly rare, one or two of them could not be purchased at any price, and they have, therefore, a unique value. We have one map for which we might easily realize from \$100 to \$150 if it were offered for sale.

"There is included in the foregoing only the value of books, maps, pamphlets, etc., that are cataloged. Those that are not cataloged, duplicates, etc., of which there are many thousands, have not been considered at all. Much of this uncataloged material, of course, is worth nothing except for old paper, but some of it has considerable commercial value. All this we let go in without value as one of the offsets in the depreciation of books which are cataloged."

In applying a general rule of this kind one of the most important elements is the size, character, and scope of the reference collection of the library, which may contain much material not definitely classed as books, but nevertheless exceedingly valuable, such as manuscripts, prints, etc. Some of this material it is almost impossible to value, in the sense used in this paper. Reference books usually have a much higher value than the ordinary books for circulation. Some of them are of such character that they appreciate in value instead of depreciate. This is true of some sets of indexed periodicals, transactions of certain learned societies, fine art works, sets of bound local newspapers (usually the only set in existence), etc., whereas, other works, such as encyclopedias, annuals, etc., which are supplanted by new editions because their information is out of date, greatly depreciate, although their first cost may have been relatively high. In short, a library before attempting to apply such a formula in assigning a value to its books must have definite knowledge of the character and first cost of its collection and the

various elements of labor that enter into making it a working and efficient library; and there must be constantly kept in mind a clear distinction between value and cost. It should be understood that in applying such a formula each library will necessarily have a different result as the average value of each of its books. Furthermore, to apply such a formula intelligently we must have fairly accurate records of the various elements of cost.

There are two or three things that it seems to me the library profession of America should insist on in the valuation of library books; and I should like to see a definite pronouncement on these after this subject has been given due consideration. It will, I am sure, help much in arriving at a truer value of library books for municipal purposes on the one hand, and on the other hand, it will greatly help libraries in placing and in adjusting insurance in having the profession declare the elements that enter into the value of books of the library as a going concern.

Among these elements, in the first instance is that the cost of placing a book on the shelves of the library is part of the cost of the book. This will mean that our card catalogs should be valued at more than the mere blank cardboard on which they are written. Second, the books in the library as a going concern should be valued at their replacement value, which includes cataloging and the preparation of books for public use, rather than at what they would bring if they were sold on the open market (selling price) when they would be considered (many of them) only as salvage or junk.

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The President said that the subject was one which had been taken from the Committee on Insurance Rates, although with the Committee's consent, so he called on Mr. Dudgeon, as chairman of that Committee, to continue the discussion.

Mr. DUDGEON said as he understood the rule of values, the catalog itself was probably to be valued at the cost of the raw material plus the labor that goes into it.

Does this value go into the book, or does it go into the card catalog? And where is the loss if we lose the book? Have we lost the value that is in the card catalog also? He wondered if Mr. Ranck had talked that over with practical insurance men. What is the distribution of the cost of cataloging as between the catalog itself and the book to be cataloged? Should it go into the book or into the catalog? That is a question rather than a discussion.

Mr. RANCK said he had not discussed that with any insurance men so could not answer that definitely; but he knew that some insurance companies are only willing to consider a catalog as cardboard.

Mr. DUDGEON replied that that is in harmony with their general principle unless there is a special value fixed in the policy. The account books as also the card catalogs are valued at the value of the material that go into them, as blank cards or blank books, unless you put a special value on them; so at least insurance people tell us. The committee came to the conclusion that the only safe way of getting any insurance on a card catalog was either to fix it at a special value or to have a clause to the effect that the value of the card catalog should be the cost of production. Now, the question is whether we are not trying to get a little too much if we are going to put all the cost of cataloging into the valuation that we put on the card catalog and also into the valuation on the book.

Dr. HILL said insurance companies were as a general thing quite ready to insure card catalogs, but he was in doubt whether they would want to include that cost in the cost of the book. He thought we would have less difficulty in getting our books insured without the cost of cataloging included and that it would be easier to get insurance on the card catalog. The Brooklyn Public Library had been able, after a good deal of discussion to get such insurance.

Mr. H. W. WILSON, being asked to contribute from the experience of his company, said that with them the cost of the

cards and the card catalog had been made separate items. He said there was another problem which may have been discussed by Mr. Ranck at an earlier time, and that is, that most insurance companies offer an 80 per cent co-insurance clause. In that case, it is just as important that the valuation be not too low as it is that it be not too high, because the insurance companies will first determine whether they will try to prove the valuation not high enough or too high; with a co-insurance clause if the loss is larger than the insurance carried, the owners must share their proportion of the loss. It seemed to him that it might be very desirable if the committee could have printed a general standard form for library use; such a form made available for the library would cover in a systematic and scientific manner all the points that a library should look out for in placing its insurance, leaving it optional with the library to make any modifications that might be suitable.

Dr. ANDREWS said that fifteen years ago he read a paper before the Chicago Literary Club on books as merchandise. He came to the conclusion expressed by Mr. Dudgeon and Dr. Hill that any work expended by the library in cataloging a book adds to the value of the records of the library and not to the value of the book. This value would be expressed very differently in different libraries, if they followed Mr. Ranck's method and put the cost of cataloging in the valuation of the book.

In his paper, however, he was more concerned with the question of what the merchandise value of a large collection is and came to a somewhat different formula. Recognizing that the moment a library puts its stamp and shelf marks on a book it depreciates the selling value, he suggested an immediate depreciation of 50%, and then a depreciation of 5% a year for a certain length of time except in the case of periodical sets. A periodical set does not depreciate in value as much as books, and, therefore, he proposed that after the 50% of depreciation had been

written off to carry the periodical sets at their original cost indefinitely supposing that the library was regularly subscribing and keeping them up to date.

Another difficulty is, that any blanket depreciation would mean eventually that the library was not becoming any more valuable from year to year. To guard against this he proposed that the rate of depreciation should change. A collection for example which contains only one per cent of the literature on a given subject is not of very much value to the student; one that contains ten per cent is more than ten times as valuable, and one that contains ninety per cent would be many times more than ninety times more valuable. He suggested, however, that with the growing size of the library the rate of depreciation decrease and finally cease to exist.

Dr. BOSTWICK was to have taken part in the discussion, but being prevented from attending, he sent the following contribution, which was read by Mr. Bishop:

For the purposes of this discussion property may be divided into two classes: that which is consumed, or disappears in proportion to use, and that which is not. In the former class are food-stuffs, fuel, clothing. In the latter are real estate, objects of art, jewelry, etc. These latter, to be sure, may deteriorate or be destroyed, but also they may often increase in value with age, while in the case of the former the value actually consists in their capacity for being used up and decreases as they are used until finally it becomes nil. We do not complain when the food is eaten, or the fuel consumed: we simply recognize that the time has come to buy more. When it is half gone we realize that the value has dropped to one-half. If it is insured, and should be destroyed by fire, we do not expect to collect for the value of what we bought at the outset, but only of what remained at the time of the fire.

The books in our libraries belong to both of these classes; some partake of the natures of each. Some books, by reason

of infrequent use, rarity or value as curiosities, are in the same class with statues or jewels; others, because of regular and constant use, have lives of calculable average length and are easily replaceable at the end of their lives. They are to be classed with food or fuel. We do not complain when they wear out: we simply recognize that the time has come to buy new copies. When their lives are half over, we realize—or ought to realize—that half their value has been used up and only the other half remains. The insurable value is not what it would cost to replace them, as it is in the other class, any more than the insurable value of half a peck of meal is that of a whole peck because the whole peck was there in the beginning.

The matter has been purposely stated with a simplicity that does not correspond with reality. In practice many books partake of the qualities of both these classes. In other cases it may be hard to determine to which class a given book belongs. But the distinction would appear to be valid and recognizable. The assignment of a value to books of the first class is not appreciably more difficult than the valuation of a bronze or a jewel, and I need not dwell upon it. In the other case, valuation depends upon what proportion of usefulness is left in the book—how many years, if you choose, of its total life of one, five or ten years; or how many issues of its total number of a score or fifty, or a hundred. In the case of an individual book this would be difficult, and if it were necessary to do it for every volume in a collection of a hundred thousand, the task would be gigantic. Fortunately insurance deals with averages, and in this case our valuation may deal with averages also; it is not individual but statistical. We will suppose that of the books of the kind under consideration, which we may regard as corresponding roughly with the circulation collection, the library has 50,000 and that of these 2,000 wear out yearly. The average life of each book is then 25 years, although the in-

dividual lives may be varying all the way from zero to a hundred years. The zero case is not impossible: it would be that, for instance, of the book stolen from the shelves before its first issue. On the average, however, we may regard every book on the shelves as starting with a life of 25 years before it and living out that life regularly and usefully. Now let us make the simplest possible assumptions: first, that the collection was started with 50,000 new books; second, that just 2,000 different books were worn out and replaced in every year since. Then we have on the shelves exactly 2,000 in every yearly class, from the new ones with 25 years' expectation of life down to those that are just tottering into the grave. The average value is half the total purchase price, or if the books cost a dollar apiece on the average, it is fair to give them an insurance value of 50 cents each.

Now let us examine possible departures from these impossible simple conditions, which will affect the values. Suppose, in the first place, that the collection was small at first and has regularly been growing larger, more books being bought each year than were discarded. Evidently this would increase the proportion of books with a higher expectation of life and would raise the average insurance value above 50 per cent of the purchase price. Similarly, if a large collection has been deteriorating by a failure to replace books as they have worn out, the insurance value would fall below 50 per cent of the purchase price. Next suppose, that instead of entirely different books being worn out and replaced each year, books are worn out at random, those requiring replacement being books of all the various lengths of life represented in the collection, including of course recent replacements. This supposition, evidently more in accord with the probabilities, would decrease the proportion of books with the higher expectations of life and lower the insurance value below 50 per cent. I do not care to pursue this matter into the further intricacies of the theory of chances and

averages. Probably it will suffice to remember that in a stationary collection the insurance value is slightly below half the purchase price and in an increasing collection it is somewhat above one-half, being the higher as the collection has increased the more rapidly.

The PRESIDENT said that in the library with which he is connected the insurance companies have agreed to accept the average of 75 cents per volume, allowing for a certain number of books being in the hands of the public at any one time, the average number out of the library. We have all had the experience of fixing our rate with the insurance company. We all know what we ought to have but insurance men will not agree that that is proper in all cases. He thought it would be well if we could bring out some experiences of the different kinds of libraries as to the fixing of the valuation in their insurance policy, which it seemed to him is the value which we have to accept in one way and which will perhaps be used as valuation in other ways.

Mr. BRETT said it did not seem to him that the treatment of library property, other than the books and catalogs, differs from the treatment of any other property. For the valuation of books in the Cleveland Public Library they had the records of actual cost running over a long series of years. They had added the cost of preparing a book as nearly as they could estimate it, and an allowance for deterioration and arrived at an average price in that way. They divided the books for insurance purposes into five classes, putting a different valuation on each, as follows: The juvenile books throughout the whole library system at 60 cents; the circulating books in the branches at 80 cents; the circulating books at the main library at \$1.00, a higher price than those at the branches, because it is obvious that very many of the more expensive books go into the main library only, which makes the average cost of the main collection greater than that of the branches; then branch reference books at \$1.50; and

finally reference books in the main library, at \$2.00, highest of all. We have two general policies that cover the whole book collection wherever it may be. Up to the time of the fire on the 11th of August of this year there was one. Of course, there are books insured in forty buildings in various conditions, some of them very safe buildings, as nearly fireproof as buildings could be made. Some of them are very poor. And those buildings each have their rate which is fixed by the central inspection bureau, a rate on the building and a rate on the content. We do not own the poor buildings; the better buildings we do, so that we only insure the contents of poor buildings, and those rates were all taken together with the amount of property in each and an average rate made on the whole. We do get a very low rate at this main library because it has a sprinkler, and then we have to put on a policy to guard against the sprinkler. When the policy expired this last time we had two categories made. Some eight or ten of the smaller buildings which are less permanent are put in one list and all the permanent and better buildings are put in the other list and the rate is quite different. It gives us a lower rate still on the better part of it and a very much higher rate on the poorer part of it, but that smaller list contains two or three buildings that probably will be replaced before the policies expire, and it obviates the necessity of re-making the whole thing when they cancel one of those policies. Before this we insured for three years. This time we got the five-year rate and made it a four and one-half-year policy in the same proportion because we wanted the policy to expire in February rather than in August. Hereafter it will probably be a five-year policy. The saving of the five year policy as compared to the three-year policy is not very great, but there is much work required in taking out the policy, getting all the data to the insurance men, in getting it up, so we thought it was better to make a five-year instead of a three-year policy hereafter. We have



taken care of this in our budget by partial appropriation each year during the term of the policies to provide for renewal.

We recently had a fire which burned some seven or eight thousand volumes in the bindery and we collected \$4,000 for them. In estimating the value of these books we took the valuation and deducted from it the cost of binding. To illustrate: For a branch circulating book at 80 cents, costing 40 cents to bind, we presented a bill for 40 cents. So we collected on approximately 8,000 volumes less the cost of binding.

Dr. ANDREWS said that they had had a fire loss recently of about \$6,000, and that the companies would not accept an estimate of a round sum, but when it was stated in detail at \$6,250 and some cents it was passed without question. Mr. Brett had indicated the explanation. So long as the loss was partial, so long as the annual premiums would cover the loss there would be no trouble about collecting insurance on any reasonable amount asked for. In making their claim they did not use any formula, but asked for the cost of replacement of the particular books. A total loss, which was in mind in this discussion, would be a very different matter.

Mr. LYDENBERG asked if the committee had given any consideration to the question of valuation for material that does not belong in an ordinary circulation library, such as manuscripts or maps. Mr. Ranck, he said, had suggested a valuation of 25 cents for his maps. If he had a collection of the United States geological survey maps or of British admiralty charts the valuation is low. If he had a collection of some other kinds the valuation may be high. Then there is the question of libraries that have large collections of valuable pamphlets. These older pamphlets certainly have no replacement value. They are practically irreplaceable. They have a distinct sentimental value as a part of a collection, and they also have a monetary value when it comes to re-

placement. Has the committee taken that into consideration?

The President asked Mr. LYDENBERG to tell something about their experience in New York.

He said their experience in New York was very simple. They carried their own insurance and have not had to deal with the insurance companies, but they had had ample opportunity to observe other reference and research libraries that were struggling with insurance and valuation for insurance, and felt very strongly their side of the case should be given careful consideration. A circulation collection, a collection of books "in print," offers a simple problem compared to putting an insurance valuation on a reference collection that is the result of years of growth, has been developed along particular lines, and has the value of a going concern.

Mr. RANCK inquired how they arrived at the amount of property that they owned.

Mr. LYDENBERG replied that for the reference department of the library they took an estimate of the value of the collection in 1895 when the new corporation was formed, and added to that each year the amount of their book purchases and the estimate of their accessions as gifts.

Dr. HILL asked Mr. Lydenberg if the New York Public Library actually insures itself by laying aside each year so much money for the payment of insurance premiums for insurance policies, just the same as though they were issued by insurance companies, or whether that is the usual stock phrase instead of saying that "We do not carry insurance, the city proposes to insure itself."

Mr. LYDENBERG said he was speaking simply with regard to the reference department of the New York Public Library. Each year they take out of their income a certain sum and set it aside, keeping the fund intact for that sole purpose. The problems of the circulation department are taken care of by the city.

Mr. BRETT said he was interested in the question of self-insurance. It was something that he had given thought to, but not

to any purpose. He very much begrudged the money that went to the insurance companies. It seemed as though libraries ought to insure themselves, but if the loss should come during the period when they were just beginning the reserve fund they might lose pretty seriously. It was that beginning period that he had never seen quite how to get past in establishing a reserve. In other words, he felt that they would be compelled not only to set aside a certain sum to insure themselves each year, but would have to put aside for a time an additional fund each year until they got something that they could rely on.

Mrs. BUDLONG, of North Dakota, said that in their legislative reference department they had shelves of mounted clippings that cost thousands of dollars to prepare and which could not be replaced, but that the insurance companies were only willing to insure the boxes in which the clippings were stored and the shelves on which they rested.

Dr. PUTNAM was asked as to the practice at the Library of Congress and he replied that the government of the United States does not insure.

The President asked Mr. DUDGEON to close the discussion on this subject and the latter said: "I think we have given a previous partial report, that the difficulty was, as has been suggested here, with the indexes, the catalog, pictures and articles of that kind. As a practical problem, Mr. Brett and Mr. Andrews have stated the fact pretty clearly, that, if you have been insuring at a certain value and pay your premiums in that valuation, most companies as a matter of business fair dealing are going to settle with you on a fair basis. I know of no cases where a partial loss, indeed I know of no cases where any loss, has been objected to. It seems to me that each of us should go ahead and insure at some fairly reasonable estimate and that we can realize on our insurance without any difficulty."

The second subject to come before the Council was:

#### WHAT MORE CAN THE A. L. A. PUBLISHING BOARD DO?

Mr. HENRY E. LEGLER, chairman of the Publishing Board, introduced the topic and said in part:

Perhaps by way of preliminary it might be well to review very briefly what the Publishing Board has done, to indicate briefly as well something of what the Publishing Board is doing and defer to your wishes and directions as to what the Publishing Board ought to do in addition to what it is doing.

First, I wish to give my meed of appreciation, very hearty and very sincere, to the splendid work that was inaugurated thirty years ago by the remarkable group of men who constituted the first board of officers. With rare disinterestedness, with patience under discouragements, and with courage to do under difficulties, they gave impulse to this work. This roll of honor consists of Mr. J. L. Whitney, W. I. Fletcher, W. C. Lane, Melvil Dewey, C. A. Cutter, R. R. Bowker and C. C. Soule.

Those whom I have mentioned were designated as the first board to undertake this work. A professional membership was provided based upon the payment of one dollar for the remainder of that year, together with a membership for libraries of ten dollars for the year. The first report, which was submitted at the Thousand Islands conference, showed that 38 accepted professional membership at one dollar per year, and 42 libraries responded to the urgent invitation to contribute ten dollars as a basis for a fund to start this work. The total receipts were \$458, and with this enormous capital these gentlemen began the work of the Publishing Board.

Now, without burdening you with details from the time they began operations thirty years ago, all through the intervening time up to now, you will be interested to know perhaps that the books and pamphlets which remain in print, some 200 in number, are the ones which are piled up here on this table, a not inconsiderable body

of work, to represent the tools of the library profession. These do not include the very large number of titles which have gone out of print, some of which were of exceeding importance in their day. Of those which remain in print the more important ones will readily occur to you because they are your every-day companions, some of them of very great importance, certainly of very great usefulness.

There is now being issued or is in process of publication a new edition of Kroeger's Guide to reference books, practically a new work which Miss Mudge has undertaken. The manuscript for it is now completed, and the publication is being seen through the press by Mr. Utley.

The A. L. A. Catalog Supplement, which was issued now nearly five years ago, is still in demand from all over the country. It has had a larger circulation than anticipated at the time of its compilation. It has been the policy of the Publishing Board, that when it was possible to persuade a commercial concern to undertake the publication of any bibliographical material they would not enter into competition with that concern, but would undertake the publication of works which would prove of great usefulness to the library world, but which had in them the element of doubt as to their financial returns. In addition to all the other discouragements and difficulties in the early period of the Publishing Board's work there is also this element of financial return which has not been especially satisfactory. For instance: although something like \$7,000 was expended in the compilation of the Portrait index, much voluntary service was contributed. The splendid service which Mr. Lane and Miss Brown gave to this work was never adequately recognized. We are also under a great debt of gratitude to Dr. Putnam in this as in many other respects. He made possible the publication of this index, through the government, distributing it at what is practically a nominal cost, \$3 each. The Publishing Board even with its desire to issue absolutely at cost,

and sometimes below cost, could not see its way to issue this index at less than \$10 a volume. Other publications include: Index to library reports, familiar to all of you; Index to kindergarten songs, a more recent publication; the Brief guide to the literature of Shakespeare, one of the best Shakespeare bibliographical lists, issued during the celebration last year; List of material which can be obtained at small cost; The series of small booklets and pamphlets in the proposed Manual of library economy, of which now 28 titles have been issued.

I might also refer to a series of books in foreign languages. Nine languages have been included in this series. The publications never paid expenses. They were designed, however, to be useful in the selection of books, designed for people speaking foreign tongues, and I think they have had a very large influence in the selection of the very remarkable collections in foreign languages which have been distributed all over the United States through the public libraries and in the local centers.

Then there are the series of small pamphlets sold at less than cost for propaganda purposes, for campaigns, in enlisting public effort in the establishment of libraries. Many poor, insufficiently supported libraries have received larger support by reason of the campaigns which have been made by state commissions and others. Something like twelve different titles have been issued in that series, and literally scores of thousands of these have been distributed all over the United States. We know from the results which have been reached in many places that they have contributed very largely to the extension of library service all over the United States.

Books for boys and girls, that list which was started by Miss Hewins and expanded later on; Books for the hospital library; Books for high schools; you will see in how many different ways an attempt has been made to give aid in book selection. After all, books are our tools, are the

means by which we do our work, and underlying the profitable work we may do must be the right kind of book selection.

Perhaps the most important publication is the A. L. A. Booklist. I do not believe that we realize sometimes what value the knowledge disseminated through this source has had in the building up of book collections all over this country. The Bureau of Education at Washington has a list of 18,000 libraries to which blanks are sent each year for statistical purposes. Responses are not received from all of them, but 2,315 libraries which reported as to the book purchases, yield as a total the enormous sum of over four million dollars expended in the purchase of books. Now, that seems to justify whatever the Publishing Board has done, even the losses which have occurred, in giving to the smaller libraries particularly the means and the opportunities for honest book evaluation. In the larger cities even the book store in the old accepted sense of the word is becoming obsolete, and how much less is the opportunity for personal inspection in the smaller places where there are no stores or departments that sell books; these smaller places where there are libraries and where the only knowledge of new books issued comes through interested sources—book reviews which are written for the most part in the offices of the publishers. Therefore, to have a channel of information such as the A. L. A. Booklist, which lists currently issued books and gives reviews and evaluations entirely without any pecuniary motive, entirely without any purpose excepting to give an honest judgment, not only for their value as individual books, but their relative value as compared to books along the same lines, must be of immense importance for those smaller places where a new book is seen only after it is purchased. We know, of course, that it is not always possible to influence the book committees to use the A. L. A. Booklist, but in many hundreds and thousands of cases the Booklist has been used, and has been a most efficient medium in building up along the

right lines the book collections which constitute the main sources of work for these smaller libraries. You can readily see that it is well worth while to put into the editing of these publications, the entire income, if necessary, which the Publishing Board has beyond its needs for the publications, charging merely the absolute cost of paper and printing, when we consider that more than four million dollars worth of books are purchased by but 2,300 of the 18,000 libraries which are in existence in this country.

Now, there is one other thing which I think the Publishing Board stands for which is not usually taken into account. I think it serves as a very large insurance policy which the American Library Association possesses against undue encroachment on the part of commercial concerns which may be issuing publications along similar lines. The library world has been indeed fortunate that those commercial concerns have had not only business sagacity but also a conscience, and I think we have very little to complain about, indeed much to be grateful for, for what they have done in giving to us the tools which we use every day. But we do not know when that conscience may become elastic. They cannot, of course, undertake, the same as the Publishing Board, to issue publications at cost. They are entitled to their legitimate profit. The Publishing Board, had it depended for its printed output upon other sources, would have deprived the library world of most of those tools which are piled up on this table, for they could not have been issued commercially.

I have a table which Mr. Utley has prepared for me, which shows that in the last twenty years the sales have increased from \$2,558 in 1897 to \$12,554 in 1916, that during that period of twenty years the sum of \$134,330.18 has been paid by the libraries for the publications which the Publishing Board has issued from time to time. That is a very large sum. If these publications had gone through the usual commercial channels I have no question

that the price would have been double what the Publishing Board has charged. Therefore, a conservative estimate of increased cost would be fifty per cent. Thus, this work has saved to the library world during that period of time in the purchase of bibliographical material alone, more than \$60,000.

Now, the Publishing Board from time to time receives suggestions for publications. It could not undertake to respond to all of them. It has responded to some of them which have perhaps (which is to be regretted) failed to yield the returns which were expected. There have been heavy losses in the matter of some of these publications. So that you can very readily see that if all of these publications were to be sold at absolute cost, and some of them did not yield returns equivalent to the expenditure, in the course of a very short space of time the Publishing Board would not be able to continue business. Consequently, the Board now adds a very small percentage to the cost of material and in that way is able to equalize in the course of time the expenditures and the receipts.

Now, I do not want to bore you with any more details of the work of the Board, what it has done or what it is doing, but I am sure that for all my associates on the Board and certainly for myself, I desire to extend full welcome to any suggestions that may be made. Is there any field which is not now filled and which ought to be taken up, that the Publishing Board has ignored? Are there any bibliographical aids that you find yourselves in need of that would be of great service and are now not procurable and of which the Board could undertake the publication? Is there anything which you think the Publishing Board could do or hasn't done in the right way, or do you wish to have a modified policy acted upon by the Publishing Board? We welcome suggestions. The topic "What more can the Publishing Board do?" does not end with a period. It does not end with an exclamation point, I assure you, but may be terminated properly with a question mark.

The President asked Dr. Bowerman to take up the discussion, understanding that he had a suggestion to make. Dr. BOWERMAN said in part:

Mr. President, I have two suggestions. I will speak first to the one that the President has in mind. It is that there should be published by the Publishing Board, if it cannot be undertaken by some other body, such for example as the Bureau of Education, a library annual, something that would be more than merely a statistical annual. You know we now have library statistics as found in the American Library Annual, the current issue of which contains somewhat elaborate outlines of the work of about 65 libraries, requiring about one hundred pages. I understand that Mr. Bowker has not found that this feature has paid for itself so that he thinks he cannot continue it. It seems to me that it has been a very valuable feature. The Bureau of Education publishes a volume of library statistics, approximately every five years. You remember that the statistics in the last one were two years old when they were published. The Bureau of Education has introduced into its educational directory at my suggestion a library directory or rather a directory of librarians, giving for a select list only the city, name of library, the librarian and the total book-stock of the library. The Commissioner of Education did this willingly in recognition of the fact that libraries are educational institutions and therefore ought to have representation in such a publication. Then we have the statistics that have been collected in accordance with the A. L. A. form. These are contained for the last two years in the A. L. A. proceedings, where they are not very convenient for most of us. The information is purely statistical and not evaluated and does not fully show the competence of libraries.

There is, I believe, a need for something that will give, not only statistics such as are contained the last two years in the A. L. A. proceedings, but also something more, something descriptive, such as is contained in the American Library Annual.

If you will permit me I will give two instances that have come to my attention in the last two or three years where very important publishing bodies wanted just such information, that is, information showing the competence of libraries. These were the Carnegie Institution of Washington and more recently the Carnegie Endowment for International Peace. The Carnegie Institution made up its first list for distribution in what seemed to me a mechanical way. For example, it distributed its publications to all of the state libraries, including those that are confined to law books. Some of us who chanced to visit certain state libraries, found that these publications were never taken out of their wrappers, that when the table got full they were swept off into the wastebasket, whereas other libraries very much wanted the Carnegie Institution publications. Quite recently an officer of the Carnegie Peace Endowment came and asked me for a list of libraries. He specifically asked for a list that would show the competence of libraries, their cataloging methods and their methods for getting material to the public. He wanted this in order to decide concerning the distribution of their more expensive publications, treatises on international law. There was nothing in print quite suited to his purpose. Such a publication would be of very great value to any publishing body wanting to make gratuitous distribution of its publications. It would be valuable to the libraries we represent in getting valuable publications that publishing bodies want to distribute to us.

Just before leaving home I went to see the Commissioner of Education, to take up with him for the second or third time the possibility of his publishing a library annual that would give something more than mere statistics compiled in a rather wooden way. I made two tentative propositions to him: One was that our secretary's office should collect the information by use of the frank of the Bureau of Education, do all the editorial work, and furnish completed copy to the Bureau of Edu-

cation and that they should publish it. My other suggestion was that the American Library Association should go ahead and get out at least one library annual, just the sort of thing we would most like to have, put it before the Commissioner of Education, and then let him see if he liked it and would take it off our hands. Dr. Claxton said that he would do either of these things. I feel that something of the kind is very much needed, and I hope that the Publishing Board will consider it. It means considerable expense, and I fancy that in definite returns of money it probably would not pay for itself, but I understand that the Publishing Board does not always expect that its publications shall pay for themselves.

The other suggestion I wish to bring to the Publishing Board is one that I have brought to the Board's attention before. It is that we should have in addition to the selected lists of foreign literature published from time to time, either a separate periodical publication devoted to foreign books or have in the present A. L. A. Booklist, supplements listing foreign literature, one or two or three French supplements in the course of the year, one or two or three German, one or two Italian, one Spanish, or Spanish and Portuguese combined, etc. In this way those of us who are now under the necessity of buying foreign literature will not have to wait until a list can be issued covering one entire language from the beginning to the present, but we should have in addition a list of recommended current foreign books so that we could keep our foreign literature up to date with expert advice, just as we do our English books.

Miss RATHBONE made a plea for a Library Who's Who, which would give the professional record of members of the Association; not only the positions held by them, but their other educational experiences as well which have a bearing upon their fitness for certain kinds of work. Most library schools have such material in hand for their own graduates, but experi-

ence teaches that very often a school may be asked to suggest some one for a particular kind of position, and may have no graduate available exactly to fill the requirement, and in such instances a publication that would contain the record of all library workers would be extremely useful.

Mr. LEGLER said that a library annual along ambitious lines was planned some time ago. Mr. Bowker undertook to include some of the plans in his American Library Annual, and that he had recently been publishing some of the material that was planned by the Publishing Board. Mr. Bowker's plan, however, did not really parallel what was contemplated originally by the Publishing Board, and the matter was now again before the Board for consideration.

The proposal for a Library Who's Who, Mr. Legler said, had also reached the Publishing Board before this time through Dr. Bostwick, but the Board had not yet seen its way to undertake that publication. Both this undertaking and a library annual would involve much editorial work and the necessity for examining and compiling a vast amount of data, all of which would cost a considerable amount of money. The expenditure for postage in collecting data would also be large.

The suggestion by Dr. Bowerman for timely lists of books in foreign languages he thought was excellent and should be carried out. That also had been under consideration by the Board, but definite action had not been taken.

Another suggestion that had been received contemplated an evaluation of subscription books which are offered from time to time to library boards. That involves a great many difficulties which are not apparent at first. It would be an exceedingly valuable thing if it could be done, but he was not sure that it was practicable. The Publishing Board, however, had it under consideration.

After a number of others, including Miss Downey, Dr. Andrews and Mr. Ranck, had participated in the discussion, the

President asked if anything was to be said regarding that very important publication of the Board, the A. L. A. Booklist. No suggestions on the subject were made.

#### PHOTOGRAPHS OF LIBRARY PLANS

Dr. HILL suggested that in place of the bulky and inconvenient library plans which the headquarters office had been collecting photographs of these plans be obtained. He thought a committee of the Council or Publishing Board might be appointed to select certain libraries or types of libraries and ask the respective librarians to supply photographs of the exterior and interior plans, have these photographs all of the same size, mounted and deposited at A. L. A. headquarters, whence they could be borrowed as needed.

Discussion developed a considerable difference of opinion regarding the cost of such photographs and the willingness of libraries to furnish them if the cost proved very considerable.

On motion of Dr. Hill it was finally voted that the matter of reproducing plans for the use of librarians be referred to the Publishing Board with the approval of the Council.

The Council adjourned until 9:45 the next morning.

#### SECOND SESSION

(Friday Morning, December 29, 1916,  
at Hotel LaSalle, Chicago)

President BROWN called the Council to order at 10 o'clock. He stated that Mr. Legler had a matter of interest not on the program which he would present.

#### WILSON COMPANY SUBSCRIPTION RATES

Mr. LEGLER said the subject he was about to present appeared by request. Yesterday, in outlining the work of the Publishing Board, some allusion was made to the relationship which exists with certain commercial organizations which furnish bibliographical material, and in consequence of that allusion a number of

members of the Council had asked him to present this matter this morning for discussion. Reference pertained to the recent circular issued by The H. W. Wilson Company outlining a plan of assessment, if such it may be called, for the use of their bibliographical material, on the basis of the number of magazines subscribed for by each library subscribing.

Mr. Legler here read a letter addressed to The H. W. Wilson Company by the librarian of one of the large libraries of the country protesting against the present sliding scale subscription method, by which libraries pay for bibliographical aids in proportion to the number of periodicals subscribed for, the larger the number of periodicals received, the higher the subscription to the indexes. He did not possess the answer to the letter, but he presumed Mr. Wilson, who was present, and who had expressed the desire to have the matter discussed, could give at least the gist of the answer. Mr. Legler added that he did not desire to present either one side or the other, but merely submit the whole matter without any comment, without any bias on his own part, and as involving the establishment of a new principle of very great importance in the charges which are made for bibliographical material used by libraries. As he understood it, Mr. Wilson's contention is that he is furnishing not merely the paper and the words printed upon the paper, but he is furnishing the bibliographical service, and it is upon that basis that he is charging one library one price and another a different price. By way of example, illustrating the distinction between the smaller and the larger libraries, he cited the case of the New Haven libraries where the public library is charged something like \$22 and the Yale University library about \$76 or \$78. He expressed his personal opinion, that we ought to come to this matter entirely without any feeling, merely as a business proposition, and yet at the same time we should realize the great difficulties which have confronted those who have attempted to furnish bibli-

ographical material to the library world. We all know the wonderful service that Mr. Bowker has rendered in furnishing material that we all needed, and we have all felt grateful to Mr. Wilson for the service he has done to the library world. At the same time we must look at the subject from the business standpoint, for we must present the matter in that light to boards of directors and trustees who will be actuated by nothing beyond business reasons.

Mr. WILSON, being asked to give the gist of his answer to the letter referred to, said:

The Wilson Company has, I believe, done only a very small part of the work that it can do for libraries, and especially for the larger libraries. Some time ago we came to the conclusion that it would be best to classify ourselves at once as a public service corporation, to give full publicity to our affairs and take into our confidence those who are asked to support our undertakings. For this reason we published financial statistics of the company from its first incorporation in 1902 down to the present time, and announced that we should continue to do so in the future.

The chief problem that confronts the bibliographical publisher is the matter of financial support. Bibliographical publishing has always been a hazardous business, as evidenced by the fact that most of those who have engaged in it have failed financially. Most bibliographical undertakings are either subsidized or supported by some institution willing to stand the deficit. Bibliographical work of interest to a limited number of libraries cannot be financed on the ordinary subscription basis. It is for this reason that we first devised what we call the "Service basis." It is clearly evident, I think, that it would be unwise for us to devise any service basis that would be unsatisfactory to those from whom we ask support, and we welcome most cordially the co-operation of those interested in helping us to devise a basis which may be more satisfactory than the one we have. We have no preference for any particular basis, but only desire to de-



termine the one that is most just and acceptable. We invite the investigation of our "Service basis" and our reasons for it, and should appreciate it very much if a committee might be appointed to study the problem with us and advise us how to improve our plan. The details, of course, are too long to consider at this time, but they might be advantageously considered by your representatives.

The question, as I understand it, at the present time is not whether a service basis is desirable, but whether the particular application of the service basis principle in this case has been just. A few libraries have raised the question whether the smaller library does not benefit by the indexing of material which it does not possess. From the studies we have made during nineteen years it seemed to us that the basis we now use makes the charge in proportion to the value of the service rendered; but if it does not, we are, of course, very glad to make any changes in the plan necessary to make it do what it is intended to do.

The basis of charge of the Readers' Guide has been a flat rate on the publications indexed which are subscribed for by a library. In the case of the Supplement the service basis has been developed one step further. We ascertain how many libraries subscribe for a certain publication which is indexed. A few periodicals are subscribed for by approximately 200 libraries which subscribe to the index. We then divide the cost of indexing that publication among the 200 libraries subscribing to that publication; the rate being 50c per thousand entries. Some other periodicals are subscribed for by 100 libraries using our indexing service and the cost is again divided; the rate being \$1 per thousand entries. Our idea is that the periodical index is an indexing service, that the service is the indexing of sets the library owns and that the actual value of the service is in proportion to the number of owned sets indexed for the library.

The question now raised is whether the small library does not benefit from having

the references to sets not owned since they can be borrowed from larger libraries, thus again adding to the burden of the large library.

Dr. ANDREWS: Do you recall how many volumes are indexed? How many of the 100, 150 and 200?

Mr. WILSON: I think there were about ten or a dozen at the lowest rates that had a charge of 50 cents a thousand. I think probably half of the rest were a dollar a thousand, and the balance were \$2 a thousand.

Mr. BOWKER: Will Mr. Wilson say what the cost is to the New York Public Library if it gets one copy for each of its branches; if the New York Public Library would be charged that same price for all those books?

Mr. WILSON: According to our plan, when a library subscribes for one copy at the price charged, on the basis stated, it has paid its share of the initial cost of production, and is then entitled to get as many other volumes as it wants at the minimum price. One library has subscribed for as many as seven copies, which brings its average price down to about \$22.

Mr. BRETT: I think the thing we want to consider is this, how much would it cost any large library who takes those periodicals, the whole or most of them, to index them for their own use? It is not a question of buying a book of so many pages. It is a question of securing trained bibliographical service.

Now, I want to recall something to you because I think it has given me a point of view towards this that perhaps some others here do not have. In 1896 the Cleveland Public Library began to publish a cumulative index. It published it for one year, indexing 76 periodicals and taking subscriptions from libraries at \$3.50 a volume. It was published the second year, increasing the number to 100 periodicals, and taking subscriptions at \$5.00. It secured a subscription list of several hundred and then turned it over for the third year to a publishing house, which was succeeded by another. They none of them

made any money out of it. They lost money and it was finally taken over by The H. W. Wilson Company, and is now carried on as the Readers' Guide. Now, the Cleveland Public Library lost several hundred dollars in those two years on that publication. But it was not a loss because it would have cost the Cleveland Public Library to index those periodicals for its own use several times this deficit and it was worth much more than it cost for the service it gave the people of Cleveland.

I am saying this without having exchanged a word with Mr. Wilson. I don't know what he is going to charge the Cleveland Public Library. But I suppose it will be the highest price because we take every one of the periodicals that is in the supplemental index. I am perfectly willing to pay it, and I would be willing to pay much more rather than not have it. It is worth infinitely more than that to us. It is a work that we can't do for ourselves. I know from my own experience that several thousand dollars of trained work have gone into the preparation of this great index. And none of us can afford to do that now for ourselves. Now, if we just forget that somebody else is going to get it at a lower price, and say this is offered to a small group of large libraries in this country who have those periodicals, almost all of them, wouldn't we, almost every one of us, be willing to pay \$84 or \$88 or whatever it may be, or twice or three times that amount rather than not have it? But the Wilson Company do better than this. They increase the edition, sell it at a lower price to the smaller libraries who are not getting all the publications and thus insure the possibility of publishing it, and at the same time lower the cost to the larger libraries. I believe that it is an absolutely equitable proposition, and I believe in it most thoroughly.

Mr. BOWKER: I want to put myself out of the library field and speak with Mr. Wilson from the commercial point of view. For many years our office published Poole's Index and stood loyally by the old scheme. I am not sure that we lost directly on that,

but we didn't pay ourselves for our work. Then Mr. Brett started a Cumulative Index on a more modern scheme in Cleveland, and it is this index which the Wilson Company has developed in a very remarkable and modern way. The "American Catalogue," with which I had a good deal to do—I am speaking now of the two big volumes of 1876—published by Mr. Leyboldt, cost approximately \$27,600 and returned about \$27,300. In other words we lost about \$300 without charging for Mr. Leyboldt's work or my own. I have not earned a very large proportion of my living from the library field. I diverted from my own pocket about \$5,000 for "State Publications," which had that amount more outgo than income. Now, our office has always stuck to the principle of giving the same price to all people. Mr. Wilson has developed on quite contrary lines and he has put forth a very important commercial idea. As Mr. Brett has pointed out, the service that is done by the Readers' Guide and particularly by the Cumulation is one that would cost any library immensely more than the highest price charged. I am speaking from experience when I say that most bibliographical enterprises have either been subsidized or have operated at a loss by people who have been public-spirited enough to do the work for the library world.

Mr. HODGES: I want to endorse what has been said. I think the large libraries are getting the service, not only on account of having a greater number of periodicals, but on account of having a larger number of patrons who use the indexes.

Dr. HILL: Small libraries are getting a great deal more benefit out of the use of the indexes than they realize, because while they may subscribe for only two or five or seven magazines, they have the index to all the magazines, and if they do not happen to have the magazine in the library it is a pretty easy matter to tell the searcher that that magazine may be purchased at a price and they can give that information to the searcher at once.

Now, the suggestion I would like to make for consideration by the Wilson Company as well as by the small libraries, is that the price to small libraries and to individuals should be larger than \$12, and thus reduce the price charged to the larger libraries.

Dr. ANDREWS: Until I heard this letter I had supposed that I stood almost alone in objecting to the proposed plan of subscription. I realized that this plan benefited the smaller public libraries and assumed that the great majority of the members of the Association would consequently favor it. My objections are:

1. That the principle is wrong because it makes endowed libraries and tax supported libraries pay for service rendered to other libraries;

2. Because the measurement is not fair, for the smaller libraries make use of it for reference to material not in their library and also because special libraries find indexed in it a good deal of material which they do not care for;

3. Because it is unnecessary. Either a limited edition could be issued at a price large enough to cover the cost and a fair profit, or a guaranteed number of subscriptions could be obtained to do this.

Miss BORRESEN: It seems to me that it is a mistake to say that the resources of the small library are greatly increased by citations to magazines for which it does not subscribe. In a small town it is usually impossible to buy the indexed periodicals that the library does not take. Patrons wishing for magazine material seldom ask for it long enough ahead to give the librarian opportunity to send to publishers or larger cities for magazines not found in the library. Consequently, the library that subscribes for only thirty-five magazines gets less than half the service rendered to the large library that subscribes for the entire number indexed in Readers' Guide.

Dr. HILL: I do not think that we ought to object to this plan unless we have something to offer in the way of substitute. Has any one a plan to suggest to

take the place of the method which has been adopted by the Wilson Company?

Mr. LYDENBERG: I should like to make a suggestion in answer to Dr. Hill's inquiry for a workable plan. The libraries around Boston have begun a co-operative index for periodicals current in their immediate vicinity. They are not charging the large libraries one price and the smaller libraries another. They are offering subscriptions, and stating that subscriptions for \$5, or whatever sum you please, entitle you to one copy; subscriptions amounting to \$10 get another copy, and so on in proportion. It is not a sliding scale, and that I think is the strongest objection that many of the larger libraries have to this present scheme. We feel that the measure of service is not marked by the number of periodicals we receive. We feel that it is inequitable to charge us one price for the same amount of service that another man gets for less. Speaking only for the New York Public Library I can say that we could easily do without the "Readers' Guide Supplement," because our indexing service has been developed to such an extent that we could with no great trouble add the periodicals that are now included in the Readers' Guide. I believe that several of the other large libraries feel the same way. If we felt that everyone else was getting the same result from the same price that we do we should have absolutely no objection to the price, but we certainly do feel that it is unfair for us to pay one price and know that another institution is getting what we use, precisely the same service, precisely the same results, for a less price. We should have extreme difficulty in convincing a board of trustees, or any organization of business men entrusted with the care and management of a library, that such a plan was fair.

Mr. RANCK: I think there is one possible method of charge for this service that has not been referred to. I refer to the way that some gas companies are applying their charges; and that is to charge so much for being ready to serve,

and then so much more for the actual gas used. I regard the Readers' Guide, whether you have the periodicals or not, as having a certain amount of value to a library in the ready-to-serve element that is there. For example, every Saturday during the winter a good many smaller towns within a hundred miles from Grand Rapids send students, high school teachers, and people from smaller colleges, to our reference room to use our material. Sometimes they write asking to get the material ready for them on their subject. Sometimes they have used the Readers' Guide, and knowing that we have all the periodicals indexed there, they know what to get when they come. This knowledge of the literature on a given subject, even though the small library does not have the literature itself, has a certain value to those people analogous to the ready-to-serve feature in charging for gas. I would therefore suggest charging a flat rate to all institutions for the ready-to-serve element and then an additional rate on the basis of the periodicals they take.

The President announced that no more time could be devoted to this subject. Mr. Wilson felt that nothing was accomplished if no conclusion or solution were reached, to which the President replied that he construed the object of the discussion merely to secure an expression of opinion from different members.

Later in the session, on motion of Dr. Hill, it was voted that the question of further action on the above subject be referred to the Executive Board.

#### PLACE OF 1917 CONFERENCE

The President at this point stated that the Executive Board was having great difficulty in determining where the next conference should be held. It had fully decided that it should be in the central part of the country and had practically eliminated all places under consideration except Cincinnati and Louisville. The Board had finally decided to ask an expression of choice of the members of the Association present at the Council meeting.

The informal rising vote then taken resulted in favor of Louisville.

#### STANDARDIZATION OF LIBRARY SERVICE

The President explained that recently the Ohio Library Association had a report from a committee on "Standardization of library service," and that the questionnaire sent out to libraries and library schools had excited so much interest that the chairman of the Ohio Committee, Miss Electra C. Doren, of Dayton, had been asked to present the matter to the Council.

Miss Doren presented the following:

#### Summary of Information Gathered by the Ohio Library Association Committee, October 1916

Standardization of library service is a rather broad and a very inclusive term for discussing specifically the subject of certification of librarians. The reasons for standardizing by the method of certification have been well summed up by Mr. Root, as follows:

"(1) The library is a public institution and, as such, the public has a right to expect that its interests will be carefully safeguarded. Experience in all kinds of public service has made it plain that without some standards much that is ineffective and unworthy of the public, takes place.

"(2) The library is also a part of the educational system of the state and ought not to develop without a very definite relation to all other branches of educational development. Unless standards are established, it is quite likely so to develop.

"(3) Some standards are necessary to protect the library against self-interests which are constantly endeavoring to reach results benefiting themselves, rather than results which are beneficial to the public. . . . The analogies in the case of public schools, and other educational agencies are all in the line of securing standards by legislation and, therefore, my conclu-

sion is that our efforts must necessarily take this form."

From the best information and opinion that our Committee was able to assemble through replies to questionnaires sent to libraries, library commissions, and library schools, the consensus of opinion and experience is to the effect that general civil service as now formulated is an inadequate and unsatisfactory method for testing and securing efficient library service, and that where it already exists, amendment is desirable and necessary.

Looking to the end of widespread library efficiency and to the tests and standards for it as well as due compensation for library service, librarians themselves must seek to bring about the necessary legislation to ensure and safeguard the best development of library service. Moreover, there is some obligation upon the part of any public service, supported by taxation to require such credentials as will guarantee at least a measure of competence in the performance of that service.

For this purpose, doubtless, a properly constituted board of examiners would be necessary. One state, California, has such a provision in its county library law. The trend toward subjecting library work to some definite evaluation is apparent also in the fact that nine cities in four widely separated states have placed library work under municipal civil service. The primary object in these cases as in the case where state civil service includes the library, has been to safeguard library interests from politics, but the by-product may be standardization. New Jersey and Illinois have placed the library under state civil service. Kansas and Massachusetts each have a Board of Library Examiners but for state and institution library employees only. Massachusetts will introduce a bill this winter further to extend the application of examinations for all library employees. Texas will also seek to provide an amendment to its county library law which will require examination of county librarians. Ohio, the first to pro-

pose certification of libraries by the preparation of bills in 1908 and 1912, will again seek to introduce the matter into the legislature this winter, either as a part of a new county library law or as an independent measure. Indiana will also repeat its effort of last year to secure the passage of a bill in 1917. Within the past year the Wisconsin, Ohio and New York Library Associations have placed the discussion of standardization of library service upon their programs. New York finds itself in the enviable position of having in operation both the means of qualifying library applicants to meet the tests and the legal basis upon which to realize certification, without further legislation.

Summing up the present status of the subject, we find that of the twenty-six states replying to the questionnaire, ten have definitely turned their attention toward standardization by definite test and evaluation by certificate for all who seek to engage in library work. No complete statistics as to the actual number of library workers now active in the country seem to be available from any official source. Sixteen states report a total of 5606 active library workers; five library schools report a total of 2405 students since foundation. Students in summer library schools, normal schools and local training classes are not included in this number.

Upon the side of the libraries themselves it is clear that library work within itself has attained greater differentiation and has developed certain well defined types of specialized service. To these, definite tests of efficiency can be applied.

Whether or not the time has come in every state for certification may be an open question. But ultimately for the profession at large, the best opinion admits the necessity of such action and not a few are of the opinion that with certification, library work will develop more solidly and uniformly as well as more rapidly, that certified efficiency and closer grading will raise the standard of compensation and, as a public service recognized by the

state, a definite basis for library pension laws will have been attained.

Looked at from any angle, the whole movement for the organization of library work as an effective public service and of formal training for it, necessarily implies that a form of efficiency is the aim. To determine what constitutes efficiency, to measure the degree of efficiency and to attest the result of such measuring necessarily establishes a standard below which, fair, good, or excellent library work must not fall. What would be the proper tests? What kind of an examination shall we have? a written test? oral? observation of work during a probationary period? (See "The merit system in libraries," New York Libraries, Nov. 1916, p. 161.) What shall be the unit or units of measure in library work? Who shall determine and apply the measure? Shall the measure be a minimum test of each grade and kind of service or only for entrance to the service? What tests shall librarians recommend to legislators as adequate and average tests for the general library worker? For the specialist in given lines of library work? (Such differences are recognized in the case of teachers' examinations.) What equivalents may be offered in lieu of written examinations? All these are questions for the certifying body.

Questions for libraries to consider, are: How shall the certifying body be constituted and appointed? Shall there be an independent body? or shall certification be a function of the state, county or city civil service board? or of the board of education? or of the state board of library commissioners? Might the individual library that already has an established, trained and graded service be permitted to certify its own employees? How could such certification be valid in any but that library?

How will certification of librarians affect general library efficiency? Library training? professional rating? salaries? possible pension law? While all of these questions are involved in the question of certification and must be examined in re-

lation to it, consideration of desirable legislation to provide certification need not be postponed until they are all answered. Upon this point we would quote Miss Hopkins (Brooklyn Public Library):

"Instead of trying to bring about a general standardization of grades of service, hours, pay, etc., why not try to establish a single standard, for instance, of what would receive universal recognition and support, as the minimum of trained service, in the state; establishing the requirements for admission, educational fitness, etc., plus training; conducting an examination, giving a certificate, and establishing the rate of pay which that certificate could command.

"Then, the libraries in the state would grade themselves from that standard. Large libraries might have it almost as their minimum; some small libraries, which could not afford to pay high salaries, might have it as their maximum; but it would be a point from which to work, in either direction. And it would undoubtedly tend to raise standards and salaries generally. The obtaining of the state certificate, which would command a certain salary and recognition of certain attainments, would be something toward which the untrained library assistant would strive. This standard, to my mind, would be that of the course covered by the one-year library schools. The Board of Examiners might also investigate all courses of training given by local libraries, and give credit for such subjects in those schools as reached the library school standard."

The simplest and briefest possible statement of a law that will secure the object of standardization of library service will be the most effective. Whether certification shall be the duty of a duly appointed independent board of examiners or is referred to the state library commission as one of its appropriate functions, the board or commission itself should be empowered to make its own rules and regulations, selecting the proper tests, raising or lowering the standard of requirements of li-

brary applicants. What the law must ensure is, a competent certifying agency and that it shall be one that can command adequate "follow-up" facilities.

A corollary of certification by the state is provision of the means for library applicants to qualify themselves. Thus a favorable reaction upon all grades of library training may, we believe, be expected. Upon this point the recommendations and discussions of the New York Library Association and of the Ohio Library Association committees are an interesting commentary. The latter, after suggesting standard forms for library applicants and a complete registry of library workers, recommends co-operation of libraries in Ohio with the Western Reserve University Library School and the state library organizer in securing uniform entrance and promotion tests and in establishing through summer library schools or otherwise, adequate technical training for minor and intermediate library positions. The recommendations and resolutions of the New York Library Association are also very significant and warrant quotation.

"Leaving out written examinations, it would place all appointments on a basis of probation. Contrary to the usual rule, it puts appointments first and a certificate to come afterward when it has been earned. In this plan the state department is given a large and decisive part because, while the good librarian may properly say, 'I vastly prefer my own system of probation,' it cannot be forgotten that all librarians are not equally good and that the state is concerned for them all."

"Any movement toward standardization," says Mr. Root, "will have to begin by a general law which shall require each library board in the state to establish, first of all, some form of examination for entrance to the library service; second, legislation as to the duties and hours of service, promotions, rates of salaries for each grade and increases due to length of service; and third, legislation as to re-

tirement from the service and provision for pension after a sufficient service has been rendered."

The PRESIDENT: Mr. Sanborn has kindly consented to give us the result of the discussion which took place yesterday afternoon before the League of Library Commissions.

Mr. SANBORN: I think there is little to gain by repeating the discussion before the League of Library Commissions because Miss Doren has covered the points that were taken up there and stated them so completely that I believe we have the whole thing before us for discussion. The League did take action by passing this resolution to be presented to the Council:

Resolved: That the Council of the American Library Association be asked to consider the matter of the certification of librarians, considering particularly the following points: the classification of libraries as to their standardization; who shall be required to hold a library certificate; shall certificates be granted for technical or general education; what is the definition of "assistant-librarian."

Mr. Windsor opened the discussion at the meeting yesterday, and briefly his main points were these. Distinguishing between civil service and certification, civil service, he pointed out, passes upon the fitness of the candidate and also protects the candidate or appointee after the appointment is made. Certification passes upon the fitness but gives no guarantee as to continuation of service, no protection in any way. The value of some sort of certification is of course principally for the average library and the library below the average. It will tend to raise the standard of the service. Civil service has seemed to fail, at least in cities of moderate size. Perhaps it has succeeded in larger cities. The discussion seemed to turn on these two points; that certification has two purposes: It is a way of avoiding civil service and it is a way of raising the standard of service in the state. Ohio's experience a few years ago with the legislature was that there was an attempt to pass a civil service bill, at that

time, putting all libraries under civil service, and the argument which was used with success in blocking that legislation was that while civil service was all right in a state department or for the head of a department to apply, libraries were under boards of trustees who were responsible to their supporters, their tax-payers, and they should not be hampered in their policy by a state civil service law. Another point which I think perhaps Miss Doren did not know. I just learned a few days ago, that Massachusetts is facing this problem this year, for someone has introduced or is going to introduce in the next legislature a civil service bill, making the libraries of all cities over a certain size come under state civil service.

Dr. JOHNSTON: In St. Paul an effort has been made to standardize the service through co-operation with the Civil Service Bureau and the state library commission. Both entrance and promotional examinations of a professional character are prepared by the state library commission in conference with the librarian, and conducted by the Civil Service Bureau. We have in effect, therefore, a system of state certification.

In providing for the higher and more special branches of the service, however, we have had some difficulties. Although the examinations have been opened to non-residents and the salaries are equal to those in similar positions in other libraries, prejudice against civil service examinations has made it impossible to secure a sufficient number of desirable candidates.

It is my hope, therefore, that we may have eventually not only general state certification, but, in the interests of the larger libraries and more expert service, certification by a national board similar to the college entrance examination board.

Miss EASTMAN: As a member of Miss Doren's committee I have been much impressed with the widespread, almost universal interest in this subject at the present time, and it has seemed to me that if the Council would take the matter up se-

riously just now it might be given all of the authority and the unity and the momentum of a national movement. I do not remember in years a question on which there was more general interest and on which we could unite as completely as we can on this.

I think this suggests the point at which to begin, though I am not sure but we should begin a step lower, perhaps with the unit of training that is represented by the summer schools and by the apprentice classes in the larger libraries. Speaking for the larger libraries, in the state of Ohio, where we have been working on it, I think that they feel that for their own convenience of working they would rather let well enough alone. They have their own examinations, their own standards and their own grading. But for the welfare of the state as a whole and the country as a whole, general certification does seem to be the next step, and if we can take it uniformly and together the country over there will be a very great advantage in so doing.

Dr. BOWERMAN: A brief by Mr. Jennings, of Seattle, printed in "Public Libraries" several years ago (1909, vol. 14; pp. 209-212; 250-254), by which means he secured the exemption of public libraries of the State of Washington from civil service, is the best thing on the subject that I know of.

Miss TYLER: I feel that my few years in library school work scarcely justify me in making a suggestion that is radical, but I did venture to suggest that the library schools might agree upon entrance examinations, in line with Dr. Johnston's suggestion and following the example of examining boards for entrance to our universities. I feel that the library schools can well afford to take this step as a contribution towards standardization. Without affecting seriously the local initiative, public libraries might agree upon a broad, general statement regarding a minimum requirement for entrance into library service, as a beginning; a logical sequence to this might be the development of the



course of instruction to be given local applicants after admission. The libraries are practically agreed that to be acceptable local applicants shall have had at least a high school education or its equivalent. Isn't that a starting point?

Mr. BOWKER: I should like to say just a word about the first point of Mr. Sanborn's recommendation from the League, which has not been touched upon, and that is the standardization of libraries, not librarians. It seems to me that if this work is to be taken up by the A. L. A. Council, the committee should, along with the standardization of library service, consider the standardization of libraries themselves. We could accomplish the standardization of service very much faster, if there can also be a standardization of libraries. There are about fifty cities of a hundred thousand or over and about one hundred and eighty more cities of twenty-five thousand or over, according to the last census. If the committee, upon the basis of what should be expected from public libraries of their several classes of cities, as also from state, college, and reference libraries, could work out a scheme of recommended standards for the respective classes, it will do more to standardize the library service than almost anything else that could be done.

After further discussion in which Mr. Porter, Mrs. Budlong, Miss Baldwin, Miss Price, Dr. Hill, Dr. Bowerman and others participated, it was

Voted, on motion of Mr. Bowker, that the president appoint a special committee of five to take up the question of standardization of libraries and librarians, the certification of librarians, the definition of assistant librarians, etc., this committee to report to the whole Association.

#### SPONSORSHIP FOR KNOWLEDGE

The President announced that the remaining topic on the program to be considered was the proposed arrangement for extending library service known as the "Sponsorship for Knowledge" plan, and

that it would be introduced by Mr. Bowker.

Mr. BOWKER: Our friend, George Winthrop Lee, librarian for Stone & Webster, Boston, who can evolve more ideas in a ten-minute talk than any other man living, except Mr. Dewey, is to be credited with this large movement—a proposed development of the library idea of supplying the public with information by associating with each subject a special authority willing to give references or answer questions on that subject. Mr. Utley and I have associated ourselves with him as a sort of volunteer committee to put something definite before the Council.

At Mr. Bowker's request the Secretary read the following scheme of proposed regulations:

#### Regulations for Sponsorship

1. Sponsors are libraries or individuals with special knowledge or special facilities to give reference on the indicated topic.

2. Sponsors cannot be expected to give, except in simple cases, the full information desired, as a lawyer or engineer would do, but rather reference to such books or articles or such persons as could best furnish the actual information.

3. Inquiries should not be sent to sponsors from any library on questions which may be answered from the resources of that library, either by the librarian or by referring the inquirer to the proper books, periodicals or other sources.

4. Inquirers should be expected to pay a fee of ten cents to cover postage and other expense, or larger fee in special cases, where circumstances of the inquirer or the fulness of the reply justify. (Question of fees subject to further discussion.)

5. Sponsorship is a library service and inquiries are not to be made from sponsors except through inquirer's local library, which can vouch for good faith and absence of trivial reason.

6. Sponsorships are classified on the D. C. system—for the large general divisions where inquiries are not likely to be specialized—and in minute subject divisions where inquiries, as on modern scientific and industrial subjects, require specialization.

Mr. BOWKER: Mr. Lee has a very large

idea, but I believe it can be made practical.

My motion, in the absence of time for discussion, will be that the chair be authorized to appoint, in co-operation with the Special Libraries Association, which is particularly interested in this subject, a committee of five which shall take into consideration a further report upon the question of sponsorship, and particularly endeavor to select a sponsor for the representative subjects on which there should be special jurisdiction by these sponsors.

I shall not myself be able to serve on that committee, although I have endeavored to help in shaping the matter for the Council so far as it has gone. I would, therefore, move the appointment of such a committee by the president at his leisure.

Mr. Bowker's motion was seconded by Dr. Andrews and unanimously carried.

Mr. Lee had prepared a very full and clear explanation of the entire plan, its scope and proposed operations, but owing to lack of time this could not be read. It is here printed in part.

#### HINTS ON SPONSORS FOR KNOWLEDGE

By G. W. Lee

(1) **Underlying Idea.** The part of the librarians as a whole in the general efficiency and preparedness movement may well be to reduce rule-of-thumb methods for getting at facts to scientific methods, extending the library catalog to include the world of men as well as the world of books; thus to have references on whom to look to as well as on what book or other published source to look to: in short, to capitalize experience and fix for reference purposes sources of information that ordinarily are carried simply in the mind. In this way the librarian may effectually say to the business man, "I am with you in business; it is my part to arrange systematically for you the scattered sources of information which have

seemed to you beyond the ordinary scope of the library. The libraries of the country are affiliated; they have a growing record of people who know things, of the 'man-on-the-job'; and if locally your questions are not answered, it is my business to see that the questions find their way to our headquarters, and thence to the best available authorities."

(2) **Constructive Possibilities of Sponsorship.** (a) *Conference Papers and Reports.* Many important papers are presented at conventions—library conventions and every other kind; but too often that ends it. When the papers are merely to describe a good thing, perhaps that occasion should be their natural end. When, however, a paper touches upon a needed improvement, the author's task should be continued, until a report can be made as to why or why not the recommendation is not susceptible of fulfilment.

(b) *Disposal of Overflow.* I have on my desk four extra copies of a pamphlet entitled "The Port of Boston; a Foreign Market for the Surplus Products of New England." It was published by the National Shawmut Bank, of Boston, December, 1916. These copies have drifted to my desk from various parts of the office. The pamphlet has fifty-eight pages, and deals principally with statistics of Massachusetts, in narrative and tabular form, including some comparisons with other states; also having a six-page bibliography. Doubtless it would be appreciated locally by many who are destined never to see it; but I am not conscious of any present reasonably easy means of placing the extra copies in the hands of those who need them. A sponsor is needed for statistical advertising matter, for pamphlets of this sort that are gratuitous and do not generally become listed in the Cumulative Book Index or have the publicity afforded to regular publishing houses, yet which serve a useful purpose for large numbers to whom they are sent.

(3) *Reservoir Library in the Nucleus.* I have started such a library, for the keeping of things that ought not to be thrown

away, e. g., loose numbers of the *Manufacturers Record*—an important publication, but which, having no index, is not generally kept by libraries. The reservoir, however, is a mere beginning, and not in a very convenient place. The undertaking and the idea both need publicity. The A. L. A. should have its official reservoir, started somewhere experimentally at first. There should be one for New England, and one for each of a dozen districts of the United States. Let us have a sponsor for reservoirs and then those who are "reservoir minded" will on hearing his name give him the glad hand.

(3) **Institutional Sponsors.** I refer to sponsors as though they were individuals. It is more interesting to do so, but as a going plan I believe we are generally agreed that the sponsor should be an institution, a library, a university, a corporation, with naturally a live individual as an essential feature to give the sponsorship an initial boost and see it through its first year. Let us, then, with the above understanding, continue to speak of the sponsor as an individual.

(4) **Apportionments.** Supposing we have seventy-five sponsors, informally registered to date, how shall we continue them? Why not continue informally until the general conference, with a provisional committee appointed by the A. L. A. Council, to hold office until its successor is appointed (presumably at the conference)? If it should be thought best to secure sponsorships for the large Dewey numbers, 100, 200, etc., let the provisional committee be instructed to arrange for these tentatively, but forthwith.

(5) **Some Topics for Which Sponsorships Are Particularly Needed.** (a) *An Employment Bureau for Librarians, Particularly Special Librarians.* I understand the A. L. A. is such to a certain extent for general librarians. Then what about The H. W. Wilson Company, who by vote at the New Haven meeting had agreed to be an employment bureau for special librarians? The two headquarters will overlap. Let the A. L. A., as sponsor,

report at the annual meeting on the facts as they are, making recommendations. Let the matter be discussed by the committee on sponsors. The conclusions thereby reached would, I venture to say, carry much weight, provided they had the backing of the publicity powers of the A. L. A.

(b) *Periodicals and Their Indexes.* Note the way Kroege's Guide, Severance's Guide, and The H. W. Wilson Company treat of periodicals and their scope, also the way Faxon treated of them in his 1908 checklist; the way the American Newspaper Annual lists them; and so on. Have a sponsor, who should produce for the next convention the prospectus at least of a plan for the treatment of periodicals and their indexes: the scope, cost, periodicity, availability of back numbers, and the union lists existing and needed. If it would not be practicable to produce a handbook on this important subject at an early date, the sponsor might at least get started a card catalog.

(c) *Filing Systems.* I receive many a letter asking about systems for filing books and for filing correspondence, but have no satisfactory answer to give off-hand. I endeavor, however, in one way or another, to shift the burden of responsibility on to some one else. It would seem as though some library school might accept the sponsorship for filing systems.

(d) *Yearbooks, Encyclopedias, Dictionaries, and Reference Works of Every Description.* People want definite opinions, definite recommendations, regarding them. Appoint sponsors as soon as practicable; and furnish the sponsors with a memorandum of how they should prepare at least a minimum report for our annual meeting.

(6) **Information Clearing House of Boston.** This is an elastic undertaking, and is a successor to the Boston Co-operative Information Bureau. It does research by letter and telephone, and saves busy people much time, particularly as it accumulates a stock-in-trade of handy information, and more especially of where to look for information. Perhaps this could be of

service in launching the sponsorship work if the A. L. A. headquarters are too busy to take charge of it now. It might officially be recognized as the New England headquarters of the national undertaking.

In the absence of Mr. C. H. Gould, chairman of the Committee on Co-ordination, Mr. N. D. C. Hodges, a member of that Committee, presented the following:

### CODE OF PRACTICE FOR INTER-LIBRARY LOANS

**PRELIMINARY REMARKS:** This Code may be taken to embody the more essential points in the actual practice of those libraries in North America which are now the chief lenders to other libraries. Accordingly, compliance with its recommendations will entail no departure from well recognized procedure, while it will as a rule prove convenient to both applicant and lender. Yet, it is not to be expected that any Code of Practice could be devised which would meet, without modification in a single particular, the requirements of all, or even of very many libraries. Granting this, however, it remains true that much helpful uniformity could be easily attained in certain directions where mere confusion now reigns. The present Code of Practice has been compiled in the hope of conducing to such uniformity, and, at the same time, of offering a series of suggestions and recommendations on points which every library must consider when drawing up or revising its own Code of Rules.

A word of explanation is perhaps due in regard to Section 11. The stipulation that a book, if lent, shall be used only in the building of the borrowing library is often demanded less "in the interest of safety" than to enable the borrowing library to make sure of its ability to return the book punctually. By college libraries, for instance, when borrowing books for professors, the stipulation might be welcomed as tending to produce this result.

Finally, before applying to a library for a loan, consider what that library is, and what it is doing. To quote one of the contributors to the Code: "The nature and purpose of the loan system will vary with the character of the lending institution. No library can be expected to send its books a thousand miles for a reader whom it would not feel called upon to serve at its own door." Now, the nature and scope of public libraries, state libraries, university libraries, and libraries which exist

solely for research, not to mention others, differ from each other in important respects; and there is a corresponding difference in the nature and purpose of the loans each class of library may be expected to make. Thus, public libraries can hardly ever spare, and research libraries would hardly feel it their duty to lend, current publications that can readily be purchased and for which there is a natural demand in a public library. On the other hand, state libraries would usually be prepared to lend such material.

#### 1. Purpose

The purpose of inter-library loans is (a) to aid research calculated to advance the boundaries of knowledge, by the loan of unusual books not readily accessible elsewhere, (b) to augment the supply of the average book to the average reader\*; subject, in both cases, to making due provision for the rights and convenience of the immediate constituents of the lending library, and for safeguarding the material which is desired as a loan.

#### 2. Scope or Extent

Almost any material possessed by a library, unless it has been acquired on terms which entirely preclude its loan, may be lent upon occasion to another library; and it may be assumed that all libraries are prepared to go as far as they reasonably can, or as their regulations permit, in lending to others. Still, the lender alone must decide, in each case, whether a particular loan should, or should not, be made.

When applying for a loan, librarians should state whether a photographic reproduction would be a satisfactory substitute. Reproductions can frequently be obtained at small cost, and have an advantage

\*The graduate student who has a thesis to prepare stands midway between these two extremes. It is often taken for granted that the needs of the graduate student should be met as a matter of course. But it would seem at least equally reasonable that the graduate student should choose his subject of study largely according to the means he has at hand. Not that he should be prevented from making use of an occasional inter-library loan, but that his choice of a subject ought not to be such as to involve securing a large part of his material from a distant library.

age over an actual loan, in that they become the property of the borrower.

### 3. Material Which Should Not be Applied for

(Practice will vary according to the nature of both applicant and lender.)

Current fiction; any book requested for a trivial purpose, or which is available in other libraries more readily accessible to the applicant; also, if applying to a public library, current publications that can readily be purchased and for which there is a natural demand in a public library.

### 4. Material Which Should be Lent Only Under Exceptional Circumstances

(Practice will vary according to the nature of both applicant and lender.)

Material in constant use or request in the library applied to; books of reference; books that are not to be taken from the library applied to except under special permission; material which by reason of its size or character requires expensive packing, or high insurance; material which by reason of age, delicate texture, or fragile condition, is likely to suffer from being sent by mail or express.

### 5. Music

Music is lent on the same conditions as books, but, if copyrighted, must not be used for public performances, except as permission for such use be secured from the copyright proprietor.

### 6. How Effected

By libraries of standing, which will apply to others expected to possess the desired material, *in order of their relative distance from, or relative duty to*, the community in which any particular requests originate; the nearest library, whether in respect of distance, or of duty; to be approached first.

Applications for loans should give the author's full name, or at least, surname *correctly spelled*, with initials; title, accurately stated; date; publisher, or place of publication; edition, if a partic-

ular edition is needed. Applications should be typed or written *legibly*, preferably on a card of standard library size.

### 7. Limit of Number of Volumes

Each library must fix a limit for itself.

### 8. Duration of Loan

This will vary with the nature and purpose of the loan. The time allowed will be stated in each case by the lender when the loan is made. Four weeks is, perhaps, a fair average period. The period is counted from the day the book leaves the lender to the day it is returned by the borrower. An extension of time may usually be obtained for good reasons. Applications for such extension must be made early enough to permit an answer from the lending library to be received before the book's return is due. The lender always reserves the right of summary recall.

### 9. Notice of Receipt and Return

Receipt of books borrowed must be acknowledged at once; and when books are returned, notice must be sent by mail at the same time. Promptness in this respect is necessary to permit books to be traced if they go astray.

Notice of return should state: Titles of books sent (with call numbers); date of return; conveyance, e. g., insured parcel post, prepaid express, etc., in the latter case, naming the express company.

### 10. Expenses in Connection With Loan

All expenses of carriage (both ways) and insurance, when effected, must be borne by the borrowing library.

### 11. Safeguards

The borrowing library is bound by the conditions imposed by the lender. These it may not vary, although a good deal will usually be left to the discretion of the borrowing library. In such a case, the borrowing library will safeguard borrowed material as carefully as it would its own;

and its librarian will require to be used within its own building whatever material would be so treated, in the interest of safety, were the borrowing library its possessor.

## 12. Responsibility of Borrower

The borrowing library must assume complete responsibility for the safe-keeping and due return of all material borrowed.

In cases of actual loss in transit, the borrowing library should not merely meet the cost of replacement, but should charge itself with the trouble of making the replacement, unless the owner prefers to attend to the matter.

## 13. General Provisions and Suggestions

Disregard of any of the foregoing rules, injury to books from use, careless packing, or detention of books beyond the time specified for the loan, will be considered good ground for declining to lend in future.

The borrowing library should inform individuals of the conditions attached to each particular loan.

## ADVISORY COMMITTEE ON DECIMAL CLASSIFICATION

On behalf of the Advisory Committee on Decimal Classification, Dr. Andrews, chairman, presented the following report of progress:

To the Council:

The Advisory Committee on Decimal Classification respectfully report that the Committee held two meetings at the Asbury Park Conference. A plan of organization was adopted, a circular drafted asking the needs and suggestions of the libraries, and, taking up the matter which seemed most needed, a sub-committee on the expansion of the number assigned to the European War was appointed.

The circular was sent out during August to some 750 libraries. Replies have been received from 130 libraries including all but about a dozen of those which might be expected to assist. These replies

brought out a number of points of interest, and additional sub-committees have been formed to take charge of the most important of these.

The Committee have in preparation a Comparative Table of the Decimal Classification and Library of Congress Classifications. The replies to the circular indicate the desirability of publishing this table and they hope that the Publishing Board will see its way to issuing the work.

The sub-committee on the European War are now engaged in testing the schemes which have been submitted to them and hope to be ready to report to the full committee before long.

Respectfully submitted,

C. W. ANDREWS,

Chairman.

Dec. 29, 1916.

Mr. WATSON: For several years the New York State Library Association has compiled a very comprehensive report on legislation, covering not only the State of New York but all the states of the Union. This has been prepared under the direction of Mr. Eastman who has kindly served as chairman of that committee. Inasmuch as this report is of such a nature as to be of general interest to the whole Association rather than to any state, I suggest that a committee of three be appointed by the chair to submit a report on legislation covering the whole country at the next meeting of the council, to take the place of this report which has previously been compiled by the New York Library Association.

On motion of Mr. Bowker the motion was carried unanimously.

The PRESIDENT: Dr. Bowerman has a very brief report to make from the Committee on library administration.

Dr. BOWERMAN: The secretary of the Association will very shortly send out to you blanks for the return of uniform statistics. I trust that we shall have a larger return from these reports this year. We had a very gratifying number of reports for last year, both for publication in the annual volume of proceedings, and also

those printed in the annual reports of individual libraries. But there have been some notable exceptions, some exceptions that we do not understand. The committee welcomes criticism of the form, it wants to know of the difficulties experienced. It would like criticisms and questions very much more than to have the forms ignored. We hope that the general use of the forms for uniform statistics will afford a very considerable contribution to this very question of the standardization of libraries. If libraries generally will use the form that will give a basis for comparison. It was agreed at Berkeley that this form should be used by college and reference libraries for a year or two experimentally and this committee wants to know how satisfactory the form has proved to college and reference libraries, so that if it needs further revision we can proceed with it. We have undertaken this work because we believe that it affords an opportunity for a very considerable contribution to the advancement of librarianship. Its success, however, depends on the use of the form by libraries generally.

I want in just a word to report on the question of Mr. Thompson's part in this committee's work, namely library labor saving devices. A year ago the committee obtained the consent of Council to prepare

for publication, subject to the approval of the Executive Board, a loose-leaf manual on the subject of labor-saving devices for libraries. This manual, the result of the investigation which was begun two years ago, it was expected to have ready for publication by the end of the present year. The work has been unavoidably delayed, however, and at this time the committee can make only a report of progress. It is now hoped that it will be possible to push the work more rapidly during the next few months, and the committee will endeavor to make a more definite report at the meeting of the Council at the 1917 convention of the Association.

I wonder whether librarians do not read committee reports or whether there is no interest in the question of testing of materials and supplies. In addition to Mr. Ranck, at whose suggestion this matter was investigated and reported upon by this committee last year, exactly one librarian, Dr. Johnston of St. Paul, has written to the committee to express any interest whatever in this subject. We should like to oblige Dr. Johnston and Mr. Ranck but the committee will not be justified in going on with this work unless a larger number express an interest in it.

No further business being brought before the Council it adjourned.

## EXECUTIVE BOARD

### Chicago, Dec. 28 and 29, 1916

#### FIRST SESSION

The Executive Board of the American Library Association met at the Hotel La Salle, Chicago, Thursday evening, December 28, 1916.

Present: President Brown, Vice-presidents Craver and Locke, Miss Rathbone, and Messrs. Dudgeon, Ranck and Bailey.

The report of Mr. Carl B. Roden, treasurer, was read in his absence by the secretary and accepted as audited. The report was as follows:

#### REPORT OF THE TREASURER

January-December, 1916

##### Receipts

Balance, Union Trust Company,	
Chicago, Jan. 1, 1916.....	\$ 3,957.57
Membership dues .....	8,353.57
Trustees Carnegie Fund, income	4,500.00
Trustees Endowment Fund, income .....	399.90
A. L. A. Publishing Board, installment on headquarters' expense, 1915 .....	500.00
A. L. A. Publishing Board, appro-	